

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Finance Division of Management Systems 401 W. Peachtree Street 2200 Peachtree Summit Bldg. Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed JAN 24 1983      83-35      FEB 7 1983	
4. Person to Contact Frank Bates/David Goglia		5. Working Title Mgr. of DPO	6. Telephone Number 586-5256
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 1982      Present	9. Records Series Title (followed by title used in office, if different) Computer Benchmark Records Files		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Division of Management Systems is responsible for system development and operation of the Authority's management information, planning, control and related systems. The Division is also responsible for providing computer processing and related support services, management analyses, records management, forms management, and methods and procedures coordination. This includes advice on effective systems and computer applications, the design, administration, and maintenance of effective information, planning, and control systems, providing guidance and advice to management; and recommending, as necessary, the use of automated equipment in Authority operations.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the verification of performance capability as related to required specifications as outlined during the procurement of automated equipment. Included are: computer benchmarks on printout paper and other supportive documents as compiled by the Division of Management Systems and/or provided by the proposed vendor(s) during the procurement of automated equipment--to include, but not be limited to, both computer and word processing hardware.  File is arranged: By calendar year, in alphabetical order, indicating vendor involved in the procurement.			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? (A portion of records may be on computer printout)

#### 15. Retention Requirements

The following requires the series to be kept:

printout)

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>5</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other after selected vendor then,  
hardware has been designated

- ☒ Hold in the current files area 3 month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to MARTA Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved Department Records Management Officer	Date	Approved Legal Counsel	Date
<u>Lisa S. Wath</u>	<u>1-6-83</u>	<u>Debra B. Pullard</u>	<u>1/12/83</u>
Approved Division Head/Designee	Date	Approved Division of Audit	Date
<u>Charles R. Wath</u>	<u>1-6-83</u>	<u>Albert L. Smith</u>	<u>1/13/83</u>
Approved Department Head/Designee	Date	Approved Department of Archives and History	Date
<u>[Signature]</u>	<u>1-7-83</u>	<u>Edward Weldon</u>	<u>2/3/83</u>
Approved Records Management Analyst	Date	Approved MARTA Management Advisory Committee	Date
<u>Begonia H. Finkler</u>	<u>1-7-83</u>		